

VACANCY ANNOUNCEMENT

COURT SERVICES AND OFFENDER SUPERVISION AGENCY

D.C. PRETRIAL SERVICES AGENCY

Announcement Number: 05-02(MPP)(DEU)

Opening Date: October 27, 2004

Closing Date: November 10, 2004

Area of Consideration: Open to all sources

Job Title, Series, and Grade: Pretrial Services Officer (Mental Health),
GS-0101-9/11/12

Full Performance Level: GS-12

Salary: \$43,209 - \$78,826

A candidate appointed at GS-9 or GS-11 may be promoted up to the GS-12 level without further competition.

RELOCATION EXPENSES ARE NOT AUTHORIZED.

Location: Community Justice Resources Branch
Specialized Supervision Unit
D.C. Pretrial Services Agency
Washington, D.C.

Hours: The incumbent of this position may be required to work in shifts or at unusual hours, including nights, weekends and holidays.

Licensed professional counselors, licensed social workers, certified addictions counselors and Spanish speaking candidates are encouraged to apply.

Maximum Entry Age: This position is covered under the special provisions for law enforcement retirement. By law, applicants for such law enforcement positions must be between 21 and 37 years old to be considered for *initial* appointment (that

is, first appointment to a federal law enforcement position). The maximum age for entry on duty in a law enforcement covered position is the date immediately preceding the applicant's 37th birthday. Maximum age limitations may not be waived for any applicant, including those entitled to veterans' preference. Applicants must provide date of birth.

Summary of Primary Duties and Responsibilities:

The incumbent of this position serves as a Pretrial Services Officer responsible for case management of clients with mental health and dual diagnosis needs. He/she:

- Assesses clients using standardized screening and assessment instruments, including bio-psycho-social assessments, risk/criminality assessment, and assessment of literacy, intellectual functioning, and personality features.
- Determines level of care needed and ancillary services and/or referrals to address needs.
- Supervises defendants following release and intervenes as necessary to ensure compliance with pretrial obligations. Supervision may occur inside halfway houses and/or in the community and may include electronic monitoring equipment and processes.
- Assesses defendants' need for social services and refers them for drug, educational, mental health, substance abuse, vocational training or other appropriate services.
- Coordinates placement in mental health, dual diagnosis and social services programs and monitors defendants' performance in programs.
- Conducts education, crisis intervention, and skill building sessions for clients with mental disorders and/or co-occurring mental and substance disorders, choosing and applying methods that conform to current clinical standards.
- Assesses defendants' compliance with conditions of release, identifies violations and determines action necessary to resolve noncompliance.
- Prepares clinical updates and other clinical records of case activity, reports of supervision and service plans, progress and other information for the court, attorneys or other authorized officials. Applies rules of confidentiality in maintenance, protection and release of records.
- Represents PSA, testifying when necessary or submitting reports and recommendations to the court regarding sentencing, sanctions, treatment or other actions.

These are the duties performed at the GS-12 level. A candidate appointed below GS-12 will have commensurate adjustment in range of duties and level of supervision and responsibility.

Qualification Requirements:

Applicants must possess **BOTH** the basic professional requirements **AND** the specialized experience described below.

1. Basic professional requirements:
 - A. Four year degree in criminal justice, sociology, psychology, social work or a related field; or
 - B. A combination of 24 semester hours, or equivalent, in a related field plus experience that provided knowledge, skills and abilities sufficient to perform progressively responsible work in the occupation; or
 - C. Experience that provided knowledge, skills and abilities equivalent to those gained through a 4-year degree.

(NOTE: Candidates who qualify on the basis of B or C above must demonstrate a total of 3 years of directly related experience or education. Qualifying education is counted toward this requirement at a rate of 30 semester hours, or equivalent, for a year of experience.)

AND

2. One year of specialized experience working with clients in the criminal justice system with mental health and/or dual diagnosis problems that was comparable in difficulty and responsibility to the GS-11 level.

Evaluation Method:

Applicants will be evaluated on the extent and quality of their experiences, education and training, job-related awards and supervisory appraisal of performance. If applicants meet the basic qualification requirements, their application/resume will be evaluated against the knowledge, skills and abilities required for this position. Category rating will be used to evaluate applicants using three categories (Best Qualified, Well Qualified, and Qualified) to determine which applicants will be referred to the selecting official for final consideration.

To receive full consideration, applicants should address each of the knowledge, skills and abilities described below.

Knowledge, Skills and Abilities Required:

1. Knowledge of methods, principles and practices in mental health, as demonstrated by a bachelor's or advanced degree and/or certification or license as a counselor or social worker.
2. Skill in working with clients in the criminal justice system with mental disorders to assess mental health problems and development of treatment or service plans.

3. Knowledge of mental disorders, diagnostic criteria, and generally accepted clinical standards for providing services to those with mental disorders and/or dual diagnosis.
4. Skill in written and verbal communication with persons such as judicial officers, attorneys and law enforcement personnel.
5. Knowledge of Windows based computer systems and ability to utilize law enforcement and criminal justice automated systems.
6. Knowledge of confidentiality rules and protection of treatment and criminal justice information and records.

About PSA:

The D.C. Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

How to Apply:

Interested applicants may submit:

- (1) A resume or application form (Standard Form 171 or Optional Application for Federal Employment OF-612) or any other written format you choose to describe your job-related qualifications. Your submission must include the information cited in the Office of Personnel Management's (OPM) brochure, "Applying For A Federal Job"(OF-510). A copy of the OF-510 and OF-612 can be obtained through the USAJOBS website at [http:// www.usajobs.opm.gov/b.htm](http://www.usajobs.opm.gov/b.htm) or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299. Please include a copy of any transcript(s) of college courses. Indicate the lowest grade you will accept and provide salary information with each position described on the application.

Candidates currently or previously employed with the Federal Government must submit:

- (2) A copy of their most recent Notification of Personnel Action (SF-50)
- (3) A copy of their most recent performance evaluation.

Status applicants who wish to be considered under both merit promotion and competitive procedures **must** submit **two** applications. If you are only submitting one

application, please indicate if you want to be considered under merit promotion or competitive procedures.

Conditions of employment:

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, and required to submit to urinalysis to screen for illegal drug use prior to appointment and may be subject to random drug testing after selection.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Initial appointment will require completion of a one-year probationary period.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the Agency CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 833(h) or Section 8456.

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans' Employment Opportunities Act of 1998: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. If you are applying under this provision, please submit a copy of your DD-214.

Veterans' Preference: If you are claiming 5 Point Veterans' Preference, please submit your DD-214, Certificate of Release or Discharge from Active Duty. If you are claiming 10 Point Veterans' Preference, you will need to submit Standard Form 15, Application for 10-Point Veterans' Preference, and the accompanying documentation required to demonstrate the basis for the preference. The SF-15 is available from any Federal personnel office or on the OPM website at www.opm.gov/forms.

Submit your application package to:

D.C. Pretrial Services Agency
Office of Human Resources
633 Indiana Avenue, NW—Suite 1170
Washington, DC 20004-2903
Or Fax to: (202) 220-5633
Or Email to: PSAJobs@csosa.gov

Applications must arrive by the closing date of this announcement to receive consideration.

If you have questions about this vacancy announcement, please call Valerie Taylor, (202) 220-5640.

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.